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**SECURITY INFORMATION**

3 June 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Proposed OCD T/O

1. Reference is made to the attached memorandum from the Assistant Director, Office of Collection and Dissemination, which transmits a proposed T/O structure within the authorized personnel strength  approved by the Director. The proposed T/O covers all divisions of OCD with the exception of Biographic Register and part of Industrial Register which are to be submitted at a later date.

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2. A review of the proposed general grade structure indicates that, although some up-gradings have been requested, the distribution of additional positions compares favorably with that of the former T/O and the average salary by division varies only slightly. The proposed T/O provides an average salary of \$4,402 compared with that of \$4,435 authorized in the former T/O, or a reduction of \$33 per position. For fiscal year 1953, the Budget Bureau allowed OCD an average salary of \$4,327, or \$75 less than that of the proposed T/O. An analysis of the current payroll of OCD (30 March - 26 April) reflects an annual average rate of \$4,227 which is \$100 less than that allowed by the Budget Bureau and \$175 less than the proposed T/O. Although the proposed T/O average exceeds the Budget Bureau allowance, it appears that, in view of the current payroll average and the recruitment policy of many offices to fill positions below T/O level, the average salary of the proposed T/O will not be attained until late in fiscal year 1953 and the Budget Bureau allowance will not be exceeded.

3. I have made a brief analysis of the budgetary history of OCD positions for fiscal year 1953 which follows:

	Pos.	A.E.	Amount	Aver. Sal.
CIA request . . . . .	<input type="text"/>			
Budget Bureau allowance . . .				
Congressional submission. . .				
Estimated cost of proposed				
T/O 1/. . . . .				
Increase of T/O over Budget				
Bureau allowance				
Number. . . . .				
Percentage of increase. /				

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1/ Based on assumptions that ceiling of  will obtain throughout fiscal year 1953 and that on duty strength 30 June 1952 will be

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In his letter of 29 December 1951 to DCI, the Director of the Budget Bureau established for fiscal year 1953 certain limitations within the overall CIA allowance among which is one for departmental personal services. Approval of the T/O increase for OCD  Approved For Release 2005/06/22 : CIA-RDP78-03568A000400120032-9

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Budget Bureau will result in overexpenditure of the Budget Bureau limitation by [REDACTED] It is recommended that the Bureau of the Budget be advised of this internal adjustment. It should be noted that OCD is one of the offices within the Agency which has been inspected by a security cleared Examiner of the Bureau of the Budget, and as a result of this inspection, the Bureau of the Budget has never been fully convinced that such large numbers of personnel are actually required for OCD type operations. It is possible that the Bureau may want to take another look at the increased operations and review the justification.

4. Attached for your information is a comparative summary analysis of number of positions and average salary of current and proposed T/O by division.

FOIAB3B

[REDACTED]

E. R. SAUNDERS  
Comptroller

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Office of Collection and Dissemination

Division	T/O Positions			T/O Average Salary		
	For- mer	Pro- posed	Diff.	Former	Pro- posed	Diff.
Assistant Director and Staff	<div></div>					
Liaison Division						
Machine Division						
Industrial Register						
Biographic Register						
Graphics Register						
Special Register						
Library Division						
Overseas Project (UV)						
Total						

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1/ Positions for the T/O established for the Overseas Microfilm Team were withdrawn from the Biographic and Industrial Registers. The proposed T/O provides for the abolition of a separate UV T/O for this activity and return of the positions to the individual registers.

2/ Office average developed by projecting rate of change in average salary of the divisions included in the proposed T/O submission against the overall average of the former T/O. (- 7.4%)

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